

OFFICE

SECRET

MEMORANDUM FOR: Chief, Support Services Staff, ODDS

SUBJECT : Review and Destruction of Finance Records

REFERENCE : Your memorandum dated 24 November 1971,
subject as above

1. The following information on the Office of Finance records holdings at the Records Center is provided in response to your request in the referent memorandum.

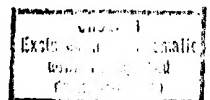
The total cubic footage which exceeds the required 12-year retention period:

Field station accountings	2,204
Headquarters vouchers	<u>416</u>
TOTAL	2,620

The cubic footage of the above records that still require pre-destruction review:

Field station accountings	1,837
Headquarters vouchers	<u>255</u>
TOTAL	2,092

2. We have forwarded to the CIA Records Management Officer proposed amendments to the Office of Finance Registry Records Control Schedule to reduce retention periods to twelve years on field station accountings, headquarters vouchers, and other related files which heretofore were scheduled for 30-year retention at the request of CI Staff. We also have forwarded memoranda to the Records Center listing the field station accounting jobs (367 cubic feet) and the headquarters voucher jobs (161 cubic feet) which are over twelve years old (and which have already been screened) and thus may be destroyed upon approval of the proposed amendments to our Records Control Schedule.




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3. The records which require pre-destruction review (2,092 cubic feet) are being reviewed on a continuing basis beginning with the oldest job in the field station accounting file. One person has been assigned full-time to this task since April 1971. The effort to date has been painstakingly slow since the task has involved a box-by-box review because ledgers are not available for the pre-1955 records. We anticipate that the task will be somewhat easier (and will go more rapidly) when we begin searching the more recent periods for which Voucher Register and Control Journals are in storage at the Records Center.

4. We are also re-evaluating our approach to this problem, and examining the possibility of indigenous payrolls occurring in the headquarters vouchers.

5. We are unable to provide a realistic estimate at this time of the length of time the entire pre-destruction review will require. To date, we have been able to allocate little or no manpower from our authorized Registry Staff to the pre-destruction review for indigenous payroll data. We have used and will continue to use resources available on an interim or indefinite assignment basis. We expect to be in a better position to estimate the time required to complete our review of records in excess of 12 years old when we get to those records for the post 1955 period.


Executive Officer
Office of Finance

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